



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 12300.3E

Code 0500

30 December 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 12300.3E

From: Commanding Officer

Subj: CIVILIAN EMPLOYEE RECOGNITION AWARDS PROGRAM

Ref: (a) NAVHOSP29PALMSINST 12430.1A
(b) OPNAVINST 5420.27J

Encl: (1) Rules for Selection
(2) Sample Nomination Form

1. Purpose. To establish a Civilian Recognition Awards Program for Naval Hospital, Twentynine Palms and publish composition of the Civilian Employee Recognition Board (CERB).

2. Cancellation. NAVHOSP29PALMSINST 12300.3D.

3. Background. Per reference (a), this instruction establishes the Civilian Employee Recognition Awards Program to provide specific incentive awards to exceptional hospital civilian employees. The CERB is established in accordance with the guidance set forth in reference (b), and will assist the Commanding Officer in recognizing civilian employees by making recommendations for awards.

4. Composition. The CERB shall be comprised of a Chairman, appointed by the Commanding Officer, and the following members:

- a. Performance Improvement Coordinator.
- b. Current Senior Sailor of the Year.
- c. Current Officer of the Year.
- d. Head, Manpower Management Department.
- e. Current Civilian of the Year.
- f. Current Senior Civilian of the Year.
- g. Ad hoc appointees of the Chairman.

5. General

a. The Commanding Officer will present Civilian Employee Recognition Awards as follows:

(1) "Civilian Employee of the Quarter Award" for employee in pay schedules general schedules/federal wage schedules one through five (GS/FWS 1-5).

(2) "Senior Civilian Employee of the Quarter Award" for employees in pay schedules general schedules/federal wage schedule six and above (GS/FWS 6 and above) or any civilian supervisor, regardless of their pay level.

(3) "Civilian Employee of the Year Award" for employees in pay schedules GS/FWS 1-5.

(4) "Senior Civilian Employee of the Year Award" for employees in pay schedules GS/FWS 6 and above, or any civilian supervisor, regardless of their pay level.

b. Award recipients shall receive the following:

(1) Letter of Commendation from the Commanding Officer.

(2) Official personal photograph and copy of the Letter of Commendation mounted and framed at the Command Awards Display.

(3) A rotating desk sign of recognition: ie., "Naval Hospital Civilian Employee of the Quarter works here!"

(4) Temporary use of an appropriately labeled reserved parking space in the Naval Hospital's staff parking area.

c. Recipients of the Civilian Employee of the Year and Senior Civilian Employee of the Year awards will receive a monetary award of \$300 and \$500 respectively.

d. Enclosure (1) provides "Rules for Selection of Civilian Employee Recognition Awards" to be utilized by members of the CERB.

e. Enclosure (2) provides a sample "Civilian Employee Recognition Award Nomination" form to be submitted to the board by the nominator.

6. Action

a. Commanding Officer shall:

- (1) Approve/disapprove all award recommendations.
- (2) Congratulate approved awardees at the earliest opportunity.
- (3) Notify the Chairman of the CERB of approval/disapproval of recommendations.

b. Chairman, Civilian Employee Recognition Board shall:

- (1) Promote nominations, receive nominations, and Chair the CERB.
- (2) Promptly report board recommendations directly to the Commanding Officer.
- (3) Promptly report names of approved awardees to the Head, Manpower Management Department, Command Master Chief, Head, Fiscal Department (when appropriate), the Public Affairs Officer and others with a need to know.
- (4) Submit request for appropriate awards to Fiscal Officer.
- (5) Ensure Letters of Commendation are prepared and given to the Command Master Chief or his representative.

c. Civilian Employee Recognition Board shall:

- (1) Meet at least quarterly at the call of the Chairman.
- (2) Make recommendations to the Commanding Officer for specific awards and general policies related to civilian employee recognition.

d. Head, Manpower Management Department shall:

- (1) Ensure prompt transfer of desk signs from outgoing to incoming awardees.
- (2) Ensure prompt notification of new awardees of their designated reserved parking space.

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(3) Coordinate timely official photo taking of new awardees and framing of photo and Letter of Commendation at the Command Awards Display.

(4) Ensure timely Plan of the Day announcements congratulating all nominees and new awardees.

(5) Coordinate the timely procurement of appropriate plaques for new awardees.

e. Command Master Chief shall coordinate an awards ceremony for awardees.

f. Head, Fiscal Department shall ensure processing of monetary awards when appropriate.

g. Public Affairs Officer shall coordinate external recognition of awardees (i.e. CivInfo, OP, etc.)

h. Directors, Department Heads, Supervisors and Managers shall thoroughly familiarize themselves with this instruction and ensure widest dissemination.

7. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.



R. S. KAYLER

Distribution:
List A

RULES FOR SELECTION OF CIVILIAN EMPLOYEE RECOGNITION AWARDS

The following rules shall govern the selection of
Civilian Employee Recognition Awards:

1. All Naval Hospital Staff are encouraged to submit nominations.
2. Nominations shall be submitted in the format provided by enclosure (2) of the basic instruction to the Chairman, Civilian Employee Recognition Board (CERB) prior to the 25th day of the month preceding the end of the quarter or fiscal year. Civilian employees in non-supervisory positions with a GS/FWS-5 rating or lower will be eligible for Civilian Employee Awards. Civilian employees with a GS-6/FWS-6 rating or higher and all civilian supervisors, regardless of their pay level, will be eligible for Senior Civilian Employee Awards. Civilian Employees of the Quarter will be automatically considered for Civilian Employee of the Year awards; however, these yearly awards are also open to any new nominees.
3. To be eligible for a Civilian Employee Award an employee must have been on board the command for a minimum of three (3) months for quarterly awards and nine (9) months for yearly awards.
4. All nominees will be notified of their nomination by the chairman of the CERB. At least three regular voting members of the CERB must be present to convene a selection board. The Chairman of the CERB votes only in case of a tie. Multi-voting will be used. Each CERB voting member will give three (3) points to their first choice, two (2) points to their second choice, and one (1) point to their third choice in each category. The individual receiving the highest point total in each category will be selected as the CERB's recommendation to the Commanding Officer.
5. Individual CERB members shall use the written nomination in selecting their choices. A criteria score sheet will be provided to assist members in their selection.
 - a. Professional Performance (25 points maximum): Performs all work assigned in an outstanding and superior manner within the bounds of the employee's position description or as assigned.
 - b. Reliability (5 points maximum): On time work. Meets goals and assignments in a timely manner.

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c. Behavior (5 points maximum): Nominee has exemplary conduct during period being considered. Willingly follows all regulations and acts in the best interest of the Command.

d. Adaptability (5 points maximum): Readily adapts to unforeseen or new situations outside the scope of his or her professional duties and/or qualifications. Gets along exceptionally well with others.

e. Appearance (5 points maximum): Is neat, appropriately dressed and presents a professional demeanor.

f. Community Spirit (5 points maximum): Participates/ contributes to activities that promote command image and morale.

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SAMPLE CIVILIAN EMPLOYEE RECOGNITION AWARDS NOMINATION

From: Nominator
To: Chairman, Civilian Employee Recognition Board
Subj: CIVILIAN EMPLOYEE RECOGNITION AWARD NOMINATION

1. _____ is nominated for your
consideration as:

- a. _____ Civilian Employee of the Quarter
- b. _____ Senior Civilian Employee of the Quarter
- c. _____ Civilian Employee of the Year
- d. _____ Senior Civilian Employee of the Year

for the period _____ to _____.

2. The following administrative information is provided:

- a. Civilian employment date: _____
- b. Naval Hospital employment date: _____
- c. Employee's grade/rating: GS _____ or WG _____

3. Briefly describe nominee's job/duties:

4. Describe why nominee should be selected:

- a. Professional Performance:
- b. Reliability:
- c. Behavior:
- d. Appearance:
- e. Community Spirit:

Signature of Nominator

Enclosure (2)